

Validation Procedure Instructions

Validation is an examination of your active ACJIC/NCIC records for the purpose of determining what records should remain active, what records should be modified, and what records must be cancelled.

1. Compare your validation list to your active files.
2. Check with the court to ensure that the court has not cancelled an applicable warrant and failed to notify you.
3. Check with parent, guardian, or other reporting person on missing persons as the subject may have returned and you were not notified.
4. Check with the owner and/or insurance company to ensure that the property or vehicle was not returned without your knowledge.
5. Stolen license plate entries must be cancelled if there is any indication that the entered plate is still in use by the owner.
6. If you are unable to obtain a definite response to your validation checks, cancel the record. Do not be satisfied with a check of your case records; contact the source of your report (complainant, insurance company or issuing court) to be certain you have complete and accurate information.
7. When you have completed the validation process, the chief official of your agency must sign the certification letter and return it to ACJIC within forty-five (45) days. The ACJIC/NCIC listing should be retained for your files.

Failure to conform to established validation procedures will result in removal from ACJIC/NCIC of all records that appear on the listing subject to validation.